

# DEA Career Gateway

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## Step-by-Step Guide for Applicants

**Developed by NFC, Mary Arnold**

**11/22/2010**

## APPLICANT PROCESS

	-
<b>Find Job Openings</b>	<b>DEA Career Gateway USAJOBS</b>

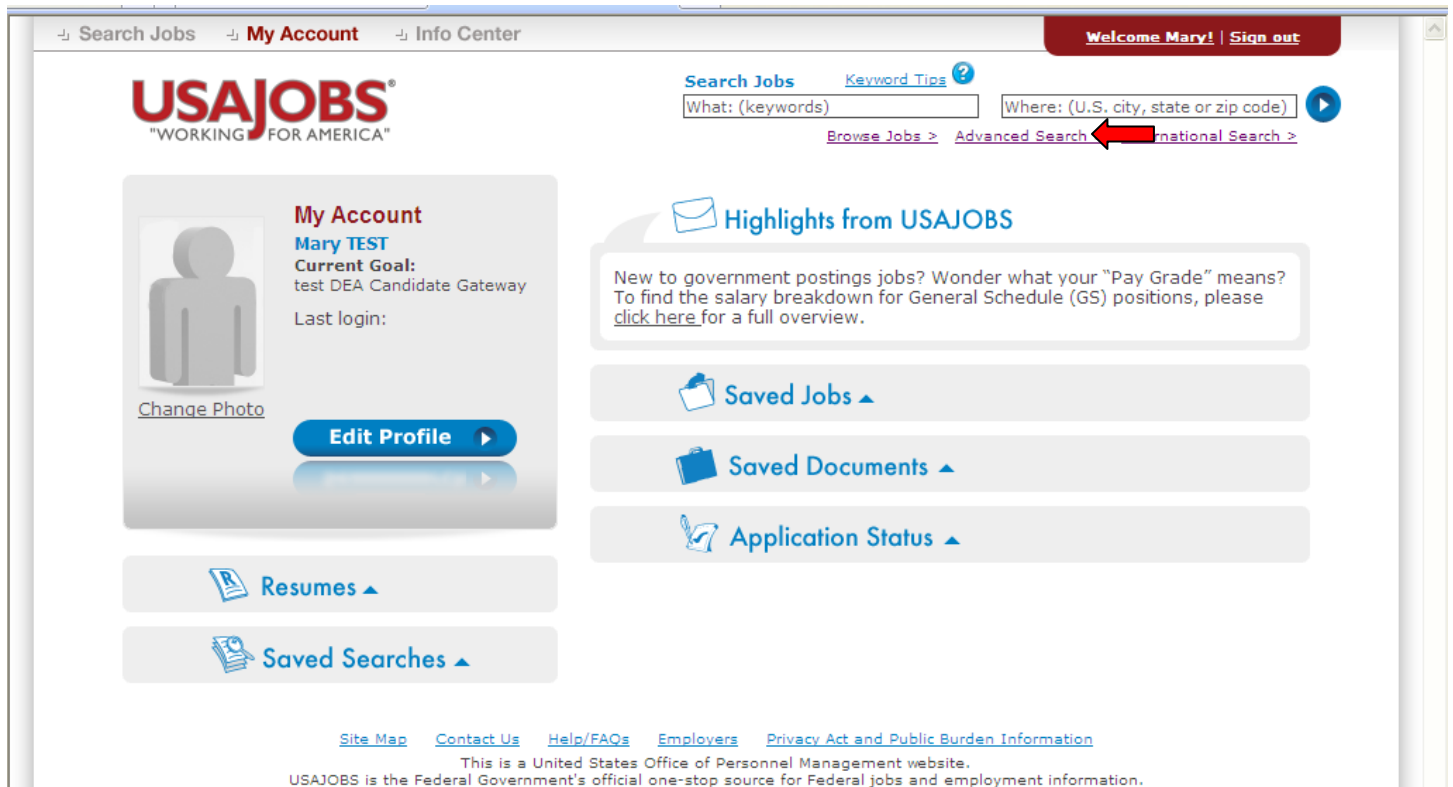
## DEA CAREER GATEWAY

<b>External Applicants</b>	<b>Unregistered</b> <ul style="list-style-type: none"><li>- View list of job postings</li><li>- Search for job postings</li><li>- Register for USA Jobs account</li><li>- Connect to the DEA Career Gateway to register for DEA account</li></ul> <b>Registered</b> <ul style="list-style-type: none"><li>- Maintain name and contact information</li><li>- Submit applications (with or without selecting specific jobs)</li><li>- Save search criteria</li><li>- Save a list of job openings</li><li>- Upload attachments</li><li>- Receive email notification of receipt of application submitted through DEA Career Gateway</li><li>- View status of applications submitted through DEA Career Gateway</li></ul>
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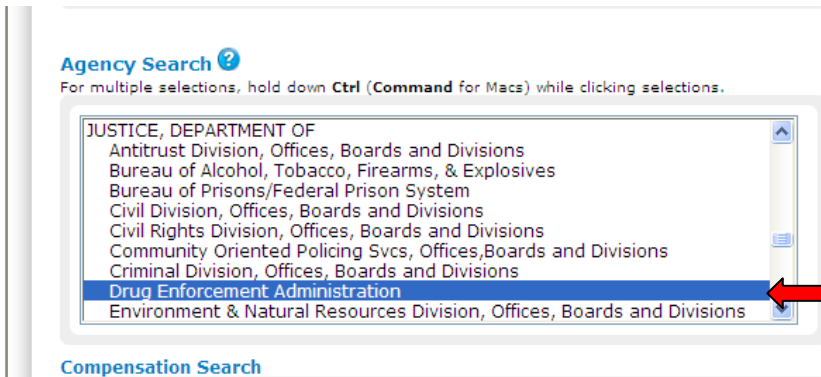
## UNREGISTERED APPLCANTS

Unregistered applicants must first have or create a new account in USAJOBS, select a DEA job, then create a new account in the DEA Career Gateway.

1. Create a new account or access your current account for USAJOBS at <http://www.USAJOBS.gov/>.
2. To apply for DEA jobs, sign back on to USAJOBS and select Advanced Search.



3. Scroll to the Agency Search section and select Drug Enforcement Administration under JUSTICE, DEPARTMENT OF.



4. Scroll to the bottom of the page and click on Search for Jobs.



5. Scroll through the current job openings and select the job you want then click on **Apply Online**.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links: Search Jobs, My Account, and Info Center. A red banner on the right says "Welcome Mary! | Sign out". The main header features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo is a search bar with "What: (keywords)" and "Where: (U.S. city, state or zip code)" fields, and a blue search button. Links for "Browse Jobs >", "Advanced Search >", and "International Search >" are also present.

The job listing is for "Drug Enforcement Administration". The left sidebar contains tabs: "< Back to Results", "OVERVIEW" (selected), "DUTIES", "QUALIFICATIONS & EVALUATIONS", "BENEFITS & OTHER INFO", and "HOW TO APPLY".

The job details on the left include:

- Job Title:** Program Analyst
- Department:** Department Of Justice
- Agency:** Justice, Drug Enforcement Administration
- Job Announcement Number:** H-DEA-OD-11-0017-DEU
- SALARY RANGE:** \$62,467.00 - \$97,333.00 /year
- OPEN PERIOD:** Monday, November 15, 2010 to Friday, November 19, 2010
- SERIES & GRADE:** GS-0343-11/12
- POSITION INFORMATION:** Full-Time Permanent
- PROMOTION POTENTIAL:** 13
- DUTY LOCATIONS:** 1 vacancy - Arlington, VA
- WHO MAY BE CONSIDERED:** Applications will be accepted from United States citizens and nationals.
- JOB SUMMARY:** TOUGH WORK. VITAL MISSION. Challenge yourself! You have the power to help combat drug trafficking. Be a part of DEA! It's tough work, but a vital mission. Whatever your background or expertise, your work at DEA will be tremendously rewarding because it will

On the right side of the job listing, there is a section titled "Go to section of this Job:" with a dropdown menu. Below this are four blue buttons: "Apply Online" (highlighted with a red arrow), "Print Preview", "Save Job", and "Share Job".

Below the buttons is the "Agency Information:" section, which includes:

- Department Of Justice - DEA
- 8701 Morrisette Dr
- HQ Staffing Unit (HRRH) - ATTN: Vanessa Willis
- Springfield, VA 22152
- US
- Fax: 202-307-4321

At the bottom right, there is a "Questions about this job:" section with contact information for Vanessa Willis:

- Vanessa Willis
- Phone: 202-307-7138
- Fax: 202-307-4321

## 6. Certify the information is true then click on **Apply for this position now!**

The screenshot shows the USAJOBS website interface. At the top, there are navigation links: Search Jobs, My Account, and Info Center. A red banner on the right says "Welcome Mary! | Sign out". The USAJOBS logo is on the left, with the tagline "WORKING FOR AMERICA". In the center, there are search filters: "What: (keywords)" and "Where: (U.S. city, state or zip code)". Below these are links for "Browse Jobs", "Advanced Search", and "International Search".

A "Please Note" section states: "If you are resubmitting or updating a previous application you must re-submit all required documents!". Below this, it says "Apply Online to the following job:" followed by the job details:

- Job Title:** Intelligence Research Specialist
- Agency:** Drug Enforcement Administration, Department Of Justice
- Job Location:** Pittsburgh Metro area, Pennsylvania

A red-bordered box contains a warning: "This position does not accept USAJOBS resumes. If you click the 'Apply for this position now!' button below, your seeker profile information will be sent to the recruiter." Below this, another "Please note" states: "seeker profile information contains your name, home address, phone number (s), email address, citizenship status, and veterans' preference you entered to create a USAJOBS account."

Below the warning box is a certification statement with a checkbox: "I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001)." A red arrow points to the checkbox.

At the bottom, there are two buttons: "Apply for this position now!" and "Cancel". A red arrow points to the "Apply for this position now!" button.

## 7. Click on **Take me there now** to be connected to the DEA Career Gateway.

The screenshot shows the USAJOBS website with the "One moment please..." message. The USAJOBS logo is at the top left. The message reads: "We are now bringing you to the system used by the Drug Enforcement Administration to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security. Your browser should automatically take you there in about 15 seconds, or..."

At the bottom, there is a blue button labeled "Take me there now" with a right-pointing arrow. A red arrow points to this button.

**This takes you to the vacancy you selected on the DEA Career Gateway website. Scroll to the bottom of the vacancy announcement and click on Apply Now.**

**WHAT TO EXPECT NEXT:**

We will notify you of the outcome after each step of the recruitment process has been completed. After making a tentative job offer, we will conduct a suitability/security background investigation. We expect to make a final job offer within 80 days after the closing date of the announcement.

The hiring office requires the successful completion of a structured interview process and writing skills assessment. If you are contacted for an interview, you should allocate four hours to participate. No telephonic interviews will be conducted. Failure to confirm interview will result in discontinuation of your application.

Email to Friend

Save Job

Apply Now

**8. Register as a new user by clicking on Register Here or Register Now.**

**Login**

You must login or register in order to continue.

[Register Here](#)

**Login**

User Name:

Password:

Login

[Login Help](#)

[Register Now](#)

[Return to Previous Page](#)

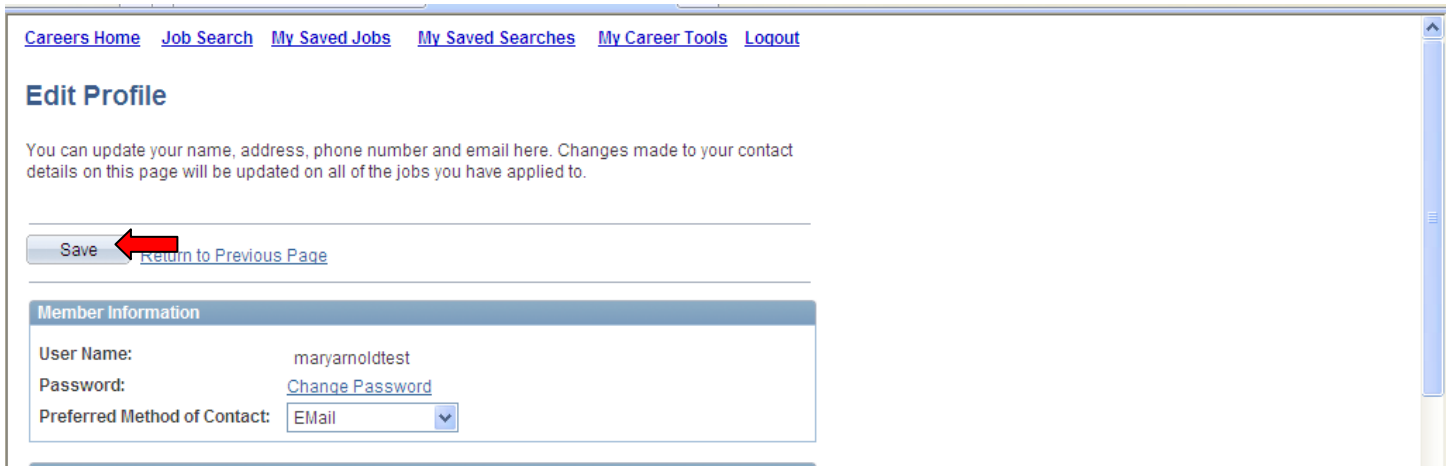
9. Click on **My Career Tools** and complete the registration process under **Edit Profile**.



The screenshot shows a web application interface for career management. At the top, a navigation bar contains links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), and [My Career Tools](#). A red arrow points to the 'My Career Tools' link. Below the navigation bar is a header section titled 'My Career Tools'. On the left side of this section is a link [Edit Profile](#), which is also indicated by a red arrow. The main content area is divided into several sections: 'My Applications' with a dropdown menu set to 'Within Last Week' and a 'Refresh' button; 'Resumes' with the message 'You do not have any saved resumes.'; 'Supporting Documentation' with the message 'You have not added any attachments' and a '+ Add Attachment' link; and 'Job Offers' with the message 'You do not have any online job offers at this time.' At the bottom left, there is a link [Return to Previous Page](#). A small notification box at the top right states 'Feeds provide updated website content.'

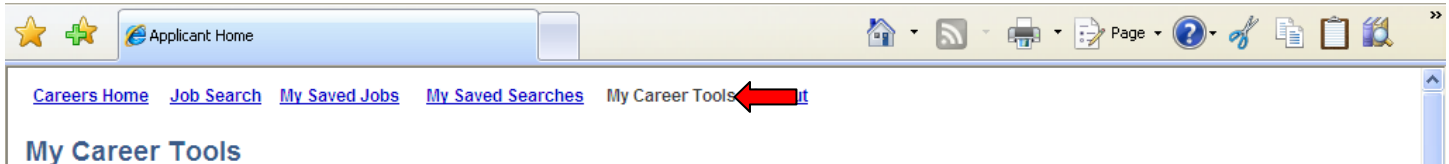


## 10. Be sure to **Save** the data.



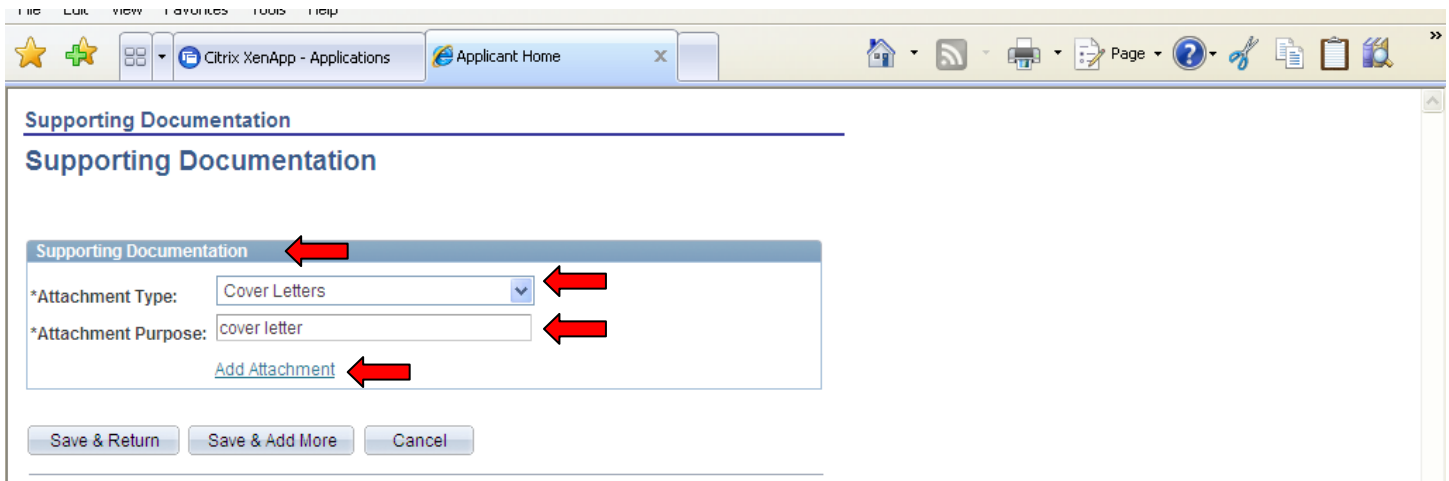
The screenshot shows the 'Edit Profile' page of a career portal. At the top, there are navigation links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#), and [Logout](#). Below these is the 'Edit Profile' heading. A message states: 'You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.' Below the message is a 'Save' button, which is highlighted with a red arrow. To the right of the 'Save' button is a link: [Return to Previous Page](#). Below the 'Save' button is a section titled 'Member Information' containing the following fields: 'User Name:' with the value 'maryarnoldtest', 'Password:' with a [Change Password](#) link, and 'Preferred Method of Contact:' with a dropdown menu set to 'EMail'.

## 11. To add attachments such as SF-50, DD-214, cover letters, resume's etc., navigate to the to **My Career Tools** page.



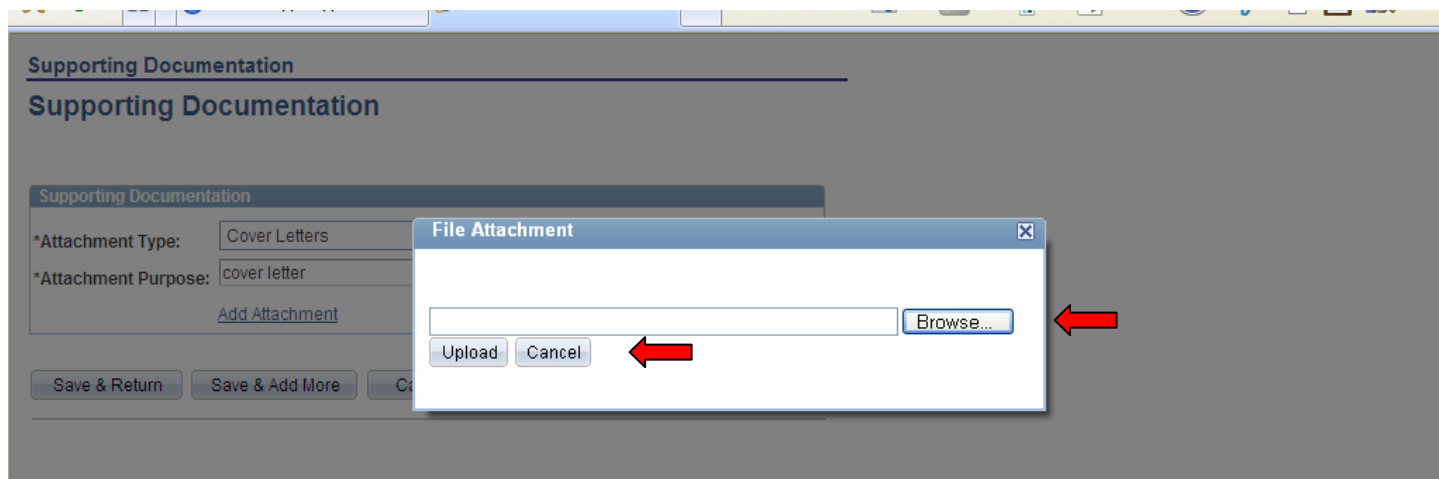
The screenshot shows the 'My Career Tools' page. At the top, there is a navigation bar with links: [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), and [My Career Tools](#). The 'My Career Tools' link is highlighted with a red arrow. Below the navigation bar is the heading 'My Career Tools'.

## 12. Scroll to the Supporting Documentation section and select **Add Attachments**; select Attachment Type from the drop down box; type in attachment purpose and Click on the **Add Attachment** hyperlink.

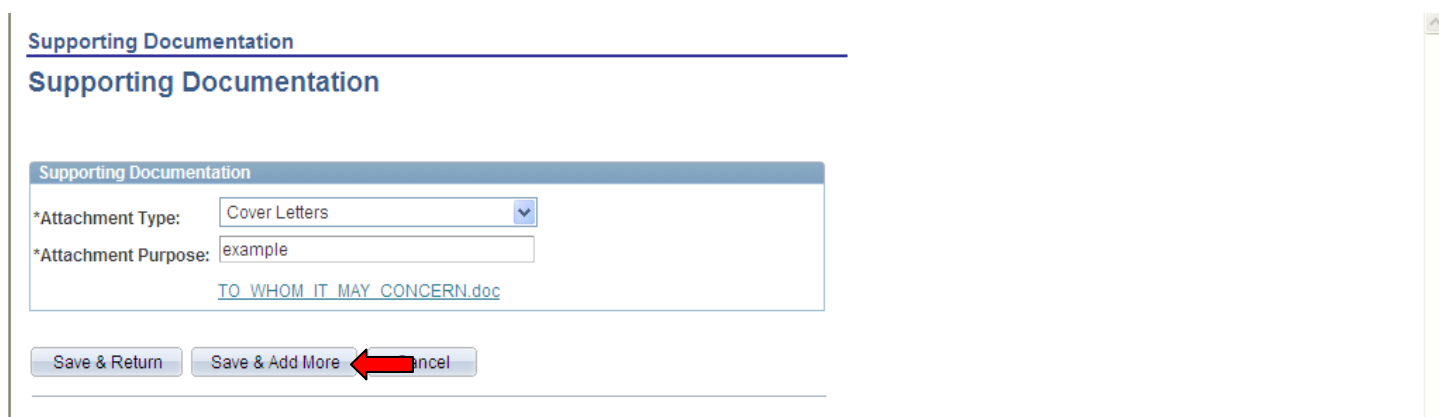


The screenshot shows the 'Supporting Documentation' section. At the top, there is a heading 'Supporting Documentation'. Below the heading is a form titled 'Supporting Documentation'. The form contains two fields: '\*Attachment Type:' with a dropdown menu set to 'Cover Letters', and '\*Attachment Purpose:' with the text 'cover letter'. Below these fields is a link: [Add Attachment](#), which is highlighted with a red arrow. At the bottom of the form are three buttons: 'Save & Return', 'Save & Add More', and 'Cancel'.


13. Click on **Browse** then search for and select the document from your files saved elsewhere then click on **Upload**.



14. Click on **Save & Add More** to add and upload additional attachments then click on **Save & Return** when all attachments have been added.




15. Go to the Careers Home page and click on the Select box next to each job for which you wish to apply. Then click on **Save Selected Jobs** if you wish to save them and apply later or click on **Apply for Selected Jobs** to apply now.

Careers Home  [Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

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

**Careers Home**  
**Welcome Mary**




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**Basic Job Search**  
Keywords:   
Posted:    
 [Advanced Search](#) [Search Tips](#)

**My Career Tools**  
[0 Accepted/Unaccepted Applications](#)  
[1 Cover Letters and Attachments](#)  
[0 Saved Resumes](#)  
[My Profile](#)

**Notifications**  
You do not have any notifications.

**Job Posting Information**  
  [Next](#)   
**Latest Job Postings**

Select	Date	Job Title	Job ID	Location
<input checked="" type="checkbox"/> 	10/2010	<a href="#">Intelligence Research Specialist</a>	503971	Las Vegas, NV
<input checked="" type="checkbox"/> 	11/2010	<a href="#">Intelligence Research Specialist</a>	503975	Buffalo, NY
<input checked="" type="checkbox"/> 	09/2010	<a href="#">Intelligence Research Specialist</a>	503978	Miami, FL
<input type="checkbox"/>	11/09/2010	<a href="#">Intelligence Research Specialist</a>	503976	Philadelphia Metro area, PA
<input type="checkbox"/>	11/09/2010	<a href="#">Intelligence Research Specialist</a>	503980	Pensacola, FL

[Select All](#) [Deselect All](#)  
  

**16. Select and complete the appropriate Resume Option then click on Continue.**

Applicant Home

Apply Now

**Choose Resume**

**Resume Options**

How would you like to proceed?

☒ Copy and paste resume text

☐ Use an existing resume

☐ Apply without using a resume

**Continue** [Return to Previous Page](#)

**17. Complete the Application Questionnaire and Terms and Agreements then click Continue.**

**Application Questionnaire**

Are you a U.S. Citizen?

☐ Yes

☐ No

If selected for employment with the DEA, are you willing to undergo a comprehensive background investigation, which includes but is not limited to: contact with all references, employers, co-workers, personal associates and review of your credit history, criminal history and military service.

☐ Yes

**Terms and Agreements**

I certify that if I am offered employment with the DEA, I will be required to successfully complete a pre-employment drug test, an employment and education background check, and a criminal investigation.

☒ I agree to these terms

☐ I do not agree to these terms

**Continue** [Return to Previous Page](#)

18. When you pass the Pre-Application Questionnaire you will click on **Continue** and complete all items under each of the following page tabs: **Preferences**, **Education and Work Experience**, **Additional Information** and **Application Questionnaire**. Make sure to click on Save on each page tab after you have completed the information for that page tab.

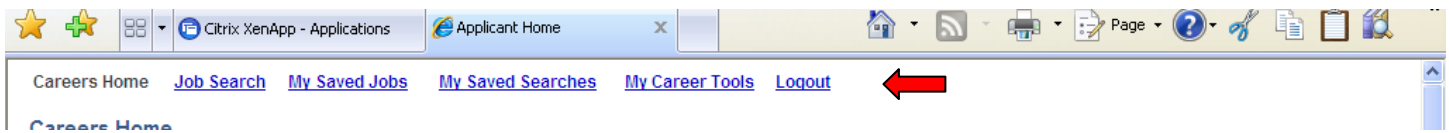
The screenshot shows a web browser window with the 'Application Questionnaire' page tab selected. The page has a navigation bar with tabs: 'Preferences', 'Education and Work Experience', 'Additional Information', and 'Application Questionnaire'. A red arrow points to the 'Application Questionnaire' tab. Below the navigation bar, there is a section titled 'Preferences' with a sub-header 'Use this section to tell us what you are looking for in terms of location, working time and type of job.' At the bottom of the page, there is a navigation bar with buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'. A red arrow points to the 'Save' button. Below the navigation bar, there is a green checkmark icon and the text 'You have successfully saved your job application.'

19. Once you have completed and saved your application, click on **Submit**. Then complete Ethnic Group Question, Agree to Terms and attach supporting documentation as needed then click on **Submit**.
20. Return to the **Careers Home** page to see the status of your application(s). You can also see any Notifications you have received from DEA as well as the Latest Job Postings.

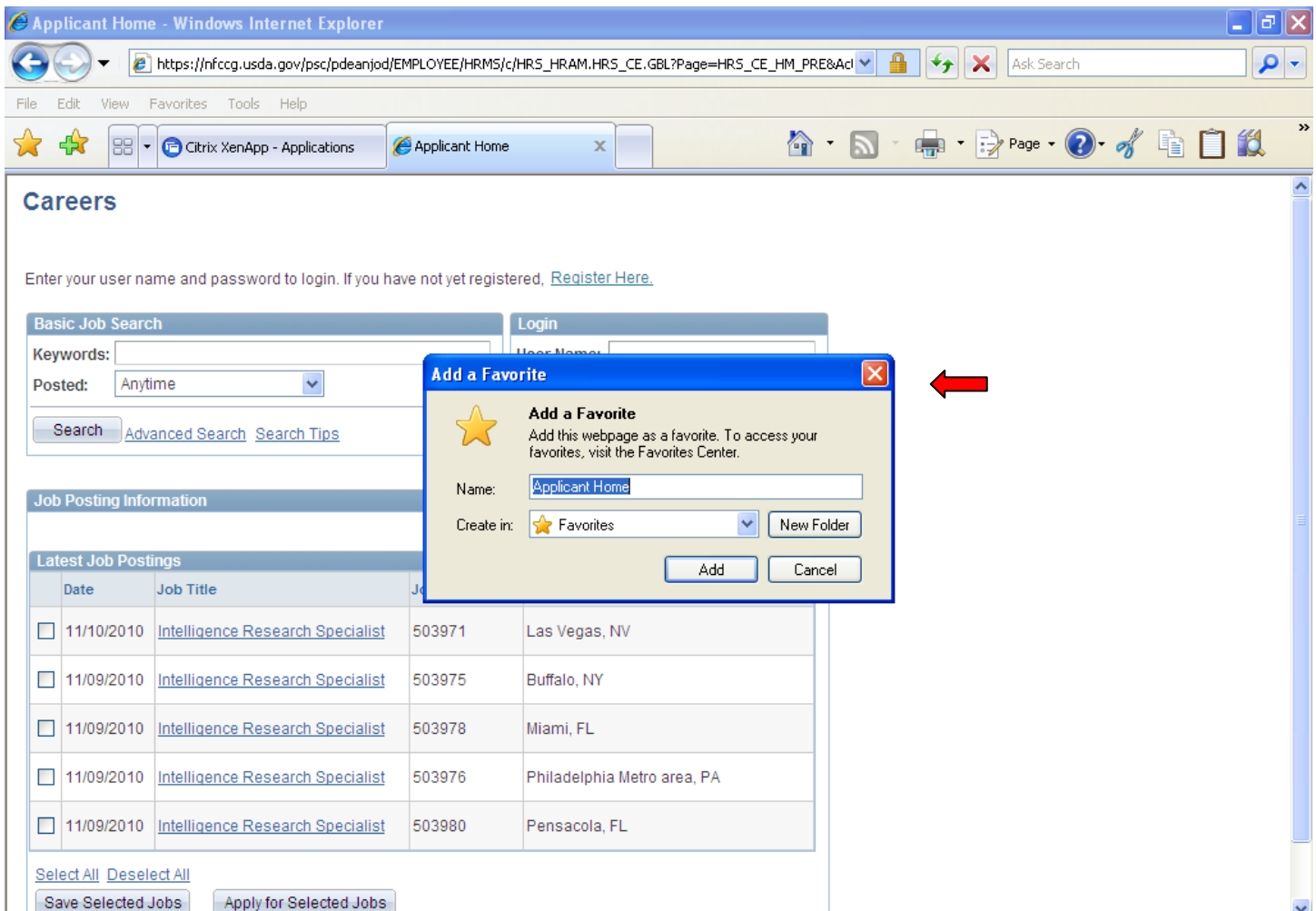
The screenshot shows the 'Careers Home' page. At the top, there is a navigation bar with links: 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', 'My Career Tools', and 'Logout'. A red arrow points to the 'Job Search' link. Below the navigation bar, there is a section titled 'Careers Home' with a sub-header 'Welcome Mary'. There are two main sections: 'Basic Job Search' and 'My Career Tools'. The 'Basic Job Search' section has a 'Keywords' input field, a 'Posted' dropdown menu set to 'Anytime', and a 'Search' button. The 'My Career Tools' section has links: '3 Accepted/Unaccepted Applications', '1 Cover Letters and Attachments', '1 Saved Resumes', and 'My Profile'. A red arrow points to the 'My Career Tools' section. Below these sections, there is a 'Notifications' section with a sub-header 'You do not have any notifications.' and a 'Job Posting Information' section. The 'Job Posting Information' section has a table titled 'Latest Job Postings' with columns: 'Select', 'Date', 'Job Title', 'Job ID', and 'Location'. A red arrow points to the 'Latest Job Postings' table. The table has one row with the following data: '11/10/2010', 'Intelligence Research Specialist', '502074', and 'Las Vegas, NV'.

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/10/2010	Intelligence Research Specialist	502074	Las Vegas, NV

21. Click on the Logout hyperlink to exit the system.



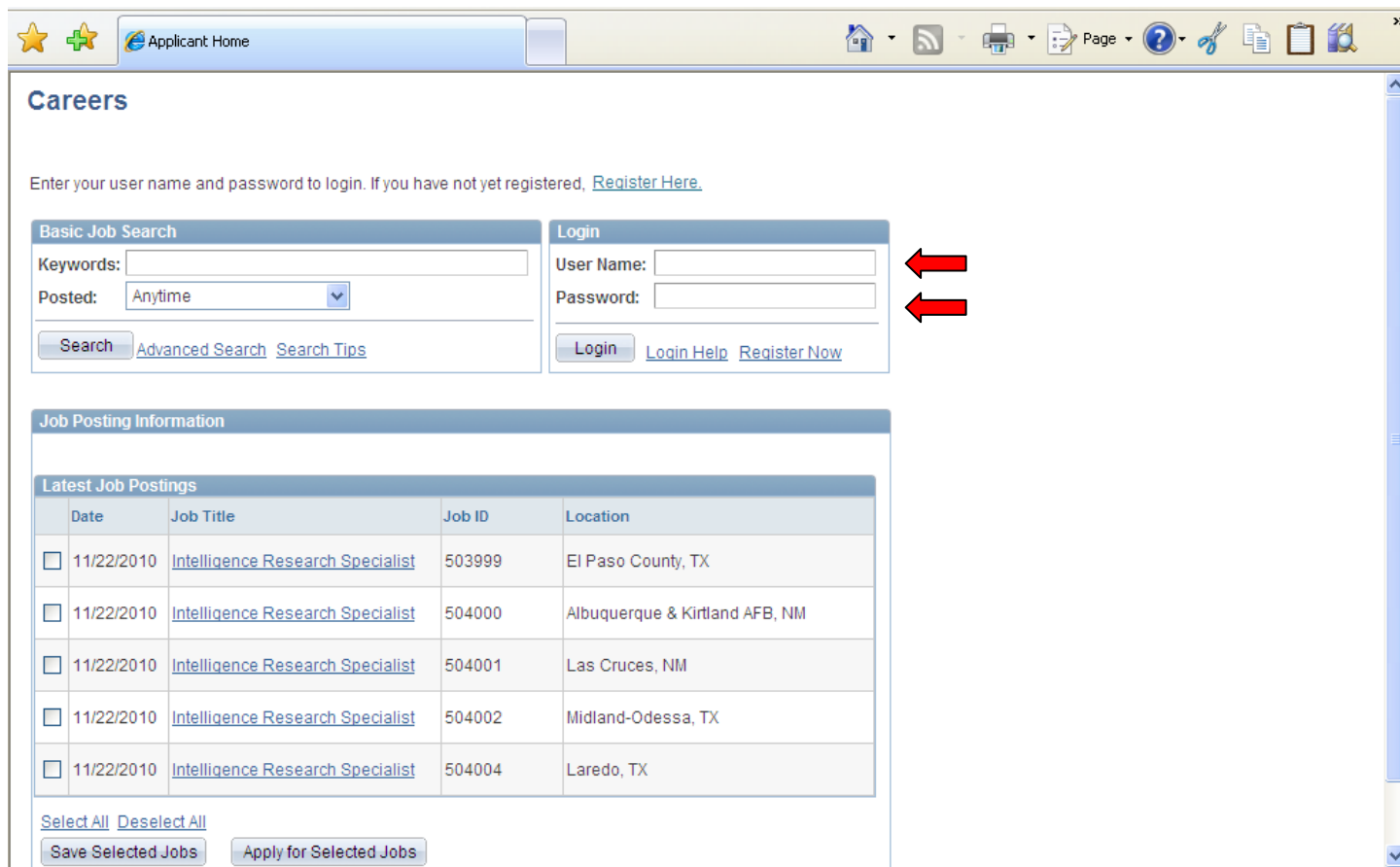
22. Be sure to add the website as a Favorite on your browser for future sessions.



## REGISTERED APPLICANTS:

Once you have completed the DEA Career Gateway registration, you may, retrieve notifications from DEA regarding your current application(s), see a listing of new vacancies, search and/or apply for new jobs and add additional resumes and attachments.

1. From your browser, navigate to the DEA Career Gateway that you previously saved as a Favorite then enter your User Name and Password for this site.



Applicant Home

### Careers

Enter your user name and password to login. If you have not yet registered, [Register Here](#).

**Basic Job Search**  
Keywords:   
Posted:   
 [Advanced Search](#) [Search Tips](#)

**Login**  
User Name:   
Password:   
 [Login Help](#) [Register Now](#)

**Job Posting Information**  
**Latest Job Postings**

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	503999	El Paso County, TX
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504000	Albuquerque & Kirtland AFB, NM
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504001	Las Cruces, NM
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504002	Midland-Odessa, TX
<input type="checkbox"/>	11/22/2010	<a href="#">Intelligence Research Specialist</a>	504004	Laredo, TX

[Select All](#) [Deselect All](#)

2. Retrieve notifications from DEA if any exist. (Note that you should have received an email from the DEA Career Gateway if you have any notifications pending.)
3. Search and apply for new jobs through the Basic Job Search function or from the Latest Job Postings list and add supporting documents or resumes through the My Career Tools page. **NOTE: Due to Federal hiring mandates all applicants should apply to Federal jobs via the USAJobs website.**
4. Please note that applications can be edited prior to submission. Once you have completed and submitted an application, it cannot be edited; you will need to submit a new application to incorporate changes.

The screenshot shows the 'Applicant Home' page. At the top, there are navigation links: 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', 'My Career Tools', and 'Logout'. Below these, a 'Welcome Mary' message is displayed. The page is divided into several sections:

- Basic Job Search:** This section includes a 'Keywords' input field, a 'Posted' dropdown menu set to 'Anytime', and a 'Search' button. There are also links for 'Advanced Search' and 'Search Tips'. A red arrow points to this section.
- My Career Tools:** This section contains links for '3 Accepted/Unaccepted Applications', '1 Cover Letters and Attachments', '1 Saved Resumes', and 'My Profile'.
- Notifications:** A message states 'You do not have any notifications.'
- Job Posting Information:** This section includes a table of 'Latest Job Postings'. A red arrow points to this section.
- Latest Job Postings:** This table lists five job openings, all dated 11/22/2010 and titled 'Intelligence Research Specialist'. The jobs are located in El Paso County, TX; Albuquerque & Kirtland AFB, NM; Las Cruces, NM; Midland-Odessa, TX; and Laredo, TX. Each row has a 'Select' checkbox. Below the table are links for 'Select All', 'Deselect All', 'Save Selected Jobs', and 'Apply for Selected Jobs'. A red arrow points to the 'Latest Job Postings' header.

At the bottom of the page, there are navigation links: 'First', 'Previous', 'Next', and 'Last'.



## DEA CAREER GATEWAY HELPFUL HINTS – Add Degree(s):

1. To add degree(s) and school information to a job application, navigate to the Education and Work Experience page and click on Add Degrees.

[Preferences](#) [Education and Work Experience](#) [Personal Information](#) [Application Questionnaire](#)

Indicate your highest level of education by selecting a value from the drop-down list below.

**Education History**

Highest Education Level:

If you have any Employment Information, enter it in this section.

**Work Experience**

Employer	Job Title	Start Date	End Date	Delete
<a href="#">Dept. of Commerce</a>	Systems Analyst	01/20/2000	03/20/2005	

[+ Add Work Experience](#)

To add Degrees to your application, select the Add Degrees hyperlink below.

**▼ Degrees**

You have not added any Degrees to your application

[+ Add Degrees](#)

[Previous](#)    [Careers Home](#) [Next](#)

2. Add details, including those under the US Federal section and click **OK** to save or **Apply and Add Another** to add additional degrees.

**Add Degrees**

**Data**

\*Degree:

\*Date Acquired: 11/22/2010

Major Code:

Major Description:

Country:

State:

School Code:

School Description:

☐ Minority Institution

Minor Code:

Minor Description:

Average Grade:

▶ Germany

▶ Japan

▼ **US Federal**

Credit Hours (USF):

Credit Hours Type (USF):

▶ **French Public Sector**

Year Acquired:

GPA:

☐ Graduated

☐ Terminal Degree for Discipline

Educator:

OK Cancel Apply and Add Another

- a. Degree – select appropriate degree from drop down box. Note that the system only allows you to view up to a maximum of 100 records initially.

The screenshot shows the 'Add Degrees' form in the background, which includes fields for \*Degree, \*Date Acquired (11/22/2010), Major Code, Major Description, Country, State, School Code, School Description, Minor Code, Minor Description, Average Grade, and Credit Hours (USF). A 'Look Up' modal is open in the foreground, titled 'Look Up Degree'. It has a search bar with 'Description' selected and a 'begins with' dropdown. Below the search bar are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section shows a table with 47 results, with the first 100 records displayed. A red arrow points to the 'View 100' link.

**Look Up**

**Look Up Degree**

Search by: Description begins with

Look Up Cancel Advanced Lookup

**Search Results**

View 100 First 1-47 of 47 Last

Description	Content Item ID
<a href="#">Advanced Level</a>	A
<a href="#">Associate of Arts</a>	AA
<a href="#">Associate of Applied Science</a>	AAS
<a href="#">Associate of Business Admin</a>	ABA
<a href="#">Associate of Engineering</a>	AE
<a href="#">Associate of Science</a>	AS
<a href="#">Bachelor of Arts</a>	BA
<a href="#">Bachelor of Business Admin</a>	BBA
<a href="#">Bachelor of Engineering</a>	BE
<a href="#">Bachelor of Fine Arts</a>	BFA

- To streamline your search and view only those degrees applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word “Business”), then click on **Look Up**.

The screenshot shows the 'Add Degrees' form in the background. The 'Look Up' dialog box is open, titled 'Look Up Degree'. It has the following fields:

- Content Type: DEG
- Content Item ID: begins with
- Description: contains business

At the bottom of the dialog, there are buttons: 'Look Up' (highlighted with a red arrow), 'Clear', 'Cancel', and 'Basic Lookup'.

- the system now shows only the degree descriptions containing the character(s) you entered in the Advanced Look Up request. Select the appropriate degree from the Description column.

The screenshot shows the 'Add Degrees' form in the background. The 'Look Up' dialog box is open, titled 'Look Up Degree'. It has the following fields:

- Content Type: DEG
- Content Item ID: begins with
- Description: contains business

At the bottom of the dialog, there are buttons: 'Look Up', 'Clear', 'Cancel', and 'Basic Lookup'.

Below the buttons, there is a 'Search Results' section. It shows a table with two columns: 'Content Item ID' and 'Description'.




Content Item ID	Description
ABA	Associate of Business Admin
BBA	Bachelor of Business Admin
DBU	Diploma in Business
DBA	Doctor of Business Admin
MBA	Master of Business Admin

A red arrow points to the 'BBA Bachelor of Business Admin' entry.

- For this example, I selected Bachelor of Business Admin and the system returned me to the Add Degrees section to continue.

**Add Degrees**






**Details**

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text"/>		
Major Description:	<input type="text"/>		

- b. Major Code – Select the Look Up icon next to Major Code and again note that the system only brings up a maximum of the first 100 possible majors initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered the word “Business”), then click on **Look Up**. The system returns only those majors containing the character(s) you entered. Scroll down and select your major (for this example I selected “International Business Marke”) and the system returned me to the Add Degrees section to continue.

**Add Degrees**

**Details**

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text" value="521403"/>		International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>		
Country:	<input type="text"/>		
State:	<input type="text"/>		

- c. **Country** – Select the Look Up icon next to Country to select the country in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered “U”), then click on **Look Up**. The system returns only those countries containing the character(s) you entered. Scroll down and select the country (for this example I selected United States) and the system returned me to the Add Degrees section to continue.

**Add Degrees**

Details

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text" value="521403"/>		International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>		
Country:	<input type="text" value="USA"/>		United States
State:	<input type="text"/>		

- d. **State** - Select the Look Up icon next to State to select the state in which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the Advanced Lookup hyperlink, select contains from the Description drop down box, type in the appropriate character(s) for your search (in this example I entered “N”), then click on **Look Up**. The system returns only those countries containing the character(s) you entered. Scroll down and select the state (for this example I selected New York) and the system returned me to the Add Degrees section to continue.

**Add Degrees**

Details

*Degree:	<input type="text" value="BBA"/>		Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>		
Major Code:	<input type="text" value="521403"/>		International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>		
Country:	<input type="text" value="USA"/>		United States
State:	<input type="text" value="NY"/>		New York
School Code:	<input type="text"/>		
School Description:	<input type="text"/>		

**School Code – Please note that there are thousands of schools to select from. You must carefully define your search criteria to prevent the system from freezing up and risking the loss of data on your application or stopping the process before you have finalized and submitted your application for consideration.** Select the Look Up icon next to School Code to select the school from which you obtained your degree. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the **Advanced Lookup** hyperlink, type in the Country and State you selected from the previous sections, select contains from the Description drop down box, type in the appropriate character(s) for your search, then click on **Look Up**. The system returns only those schools containing the character(s) you entered. Scroll down and select the school (for this example I will select Albany Business College).

**Add Degrees**

Details

\*Degree: BBA Bachelor of Business Admin

\*Date Acquired: 11/22/2010

Major Code: 521403

Major Description: International

Country: USA

State: NY

School Code:

School Description:

☐ Minority I

Minor Code:

Minor Description:

Average Grade:

US Federal

Year Acquired:

GPA:

☐ Graduate

☐ Terminal

**Look Up**

**Look Up School Code**

School Code: begins with

Country: begins with USA

State: begins with NY

Description: contains bus

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-2 of 2 Last

School Code	Country	State	Description
NY002	USA	NY	ALBANY BUSINESS COLLEGE
NY085	USA	NY	BRYANT & STRATTON BUSINESS INS

- The system returned me to the Add Degrees section to continue.

### Add Degrees

#### Details

*Degree:	<input type="text" value="BBA"/>	Bachelor of Business Admin
*Date Acquired:	<input type="text" value="11/22/2010"/>	
Major Code:	<input type="text" value="521403"/>	International Business Marke
Major Description:	<input type="text" value="International Business Marke"/>	
Country:	<input type="text" value="USA"/>	United States
State:	<input type="text" value="NY"/>	New York
School Code:	<input type="text" value="NY002"/>	ALBANY BUSINESS COLLEGE
School Description:	<input type="text" value="ALBANY BUSINESS COLLEGE"/>	
	<input type="checkbox"/> Minority Institution	
Minor Code:	<input type="text"/>	
Minor Description:	<input type="text"/>	



- e. **Minor Code** – If you wish to add a minor code, select the **Look Up** icon next to **Minor Code** and again note that the system only brings up the first 100 possible degrees initially. To streamline your search and view only those applicable to your credentials, click on the lookup icon, select the **Advanced Lookup** hyperlink, select **contains** from the **Description** drop down box, type in the appropriate character(s), then click on **Look Up**. The system returns only those majors containing the character(s) you entered. Scroll down and select your minor (for this example I selected “Accounting and Finance”) and the system returned me to the **Add Degrees** section to continue.

The screenshot shows a web browser window with the 'Add Degrees' form. The form fields are as follows:

- \*Degree: BBA (Bachelor of Business Admin)
- \*Date Acquired: 11/22/2010
- Major Code: 521403 (International Business)
- Major Description: International Business Marke
- Country: USA (United States)
- State: NY (New York)
- School Code: NY002 (ALBANY BUSINESS COLLEGE)
- School Description: ALBANY BUSINESS COLLEGE
- ☐ Minority Institution
- Minor Code: (empty)
- Minor Description: (empty)
- Average Grade: (empty)
- ☒ US Federal
- Year Acquired: (empty)
- GPA: (empty)
- ☐ Graduated
- ☐ Terminal Degree for Discipline
- Educator: (empty)

The 'Look Up' modal is open, titled 'Look Up Minor Code'. It has the following fields:

- Major Code: begins with (dropdown)
- Description: contains (dropdown)
- Text input field containing 'account'

Buttons at the bottom of the modal: Look Up, Clear, Cancel, and a link to Basic Lookup.

Search Results section:

View 100 First 1-6 of 6 Last

Major Code	Description
520301	Accounting
520305	Accounting And Business/Manage
301601	Accounting And Computer Scienc
520304	Accounting And Finance
520302	Accounting Technician
520399	Accounting, Other

- f. Verify the data is correct. Pay close attention to Date Acquired (the system defaults to the current date so you must enter the date you received your degree. Under School Description, indicate if the school is a Minority Institution. Under the US Federal section be sure to indicate year acquired, GPA and check the box to indicate you Graduated or Received a Terminal Degree for Discipline. There is also an Educator box to fill in additional information if needed. *The Educator box would be an appropriate place to enter information on a school or degree not found in the lookup boxes for those fields.* Don't forget to click on **OK** to save or **Apply and Add Another**. Then continue on to complete the other sections of your application.

**Add Degrees**

Details

*Degree:	BBA	Bachelor of Business Admin
*Date Acquired:	11/22/2010	
Major Code:	521403	International Business Marke
Major Description:	International Business Marke	
Country:	USA	United States
State:	NY	New York
School Code:	NY002	ALBANY BUSINESS COLLEGE
School Description:	ALBANY BUSINESS COLLEGE	
	<input type="checkbox"/> Minority Institution	
Minor Code:	520304	Accounting And Finance
Minor Description:	Accounting And Finance	
Average Grade:		
▶  US Federal		
Year Acquired:		
GPA:		
	<input type="checkbox"/> Graduated	
	<input type="checkbox"/> Terminal Degree for Discipline	
Educator:		

OK Cancel Apply and Add Another

## DEA CAREER GATEWAY HELPFUL HINTS – Supporting Documentation

1. To attach supporting documentation to your application, navigate to **My Career Tools**, scroll down to the Supporting Documentation Section and click on the **Add Attachment** hyperlink.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) 

### My Career Tools

Mary Test  
1111 Lonely Street  
Heartbreak, VA 22151  
USA  
[Edit Profile](#)

#### My Applications

Display applications from:

|


##### Applications In Progress

Application	Status	Application Date
<a href="#">Intelligence Research Specialist</a>	Applied	11/19/2010 2:46PM
<a href="#">Intelligence Research Specialist</a>	Applied	11/19/2010 2:46PM
<a href="#">Intelligence Research Specialist</a>	Applied	11/19/2010 2:46PM
<a href="#">Intelligence Research Specialist</a>	Not Applied	11/22/2010 10:26AM

#### Resumes

Resume Title	Attached File	Created
<a href="#">Test Resume</a>		11/19/2010 3:16PM

#### Supporting Documentation

File Name	Attachment Type	Uploaded	Edit Attachment	Delete
<a href="#">TO_WHOM_IT_MAY_CONCERN.doc</a>	Cover Letters	11/19/2010 2:23PM	<a href="#">Edit Attachment</a>	

 [+ Add Attachment](#)

#### Job Offers

You do not have any online job offers at this time.


[Return to Previous Page](#)


2. Select the attachment type from the drop down list and enter the attachment purpose.

Supporting Documentation

Supporting Documentation

Supporting Documentation

\*Attachment Type:  

\*Attachment Purpose:  

Save & Return

Save & Add More

Cancel

3. Click on the Add Attachment hyperlink.


Supporting Documentation

Supporting Documentation

Supporting Documentation

\*Attachment Type:

\*Attachment Purpose:

[Add Attachment](#) 

Save & Return

Save & Add More

Cancel

4. Click on **Browse** then search for and select the document from your files saved elsewhere and click on **Upload**. Select **Save & Return** if no more attachments or **Save & Add More** until all attachments have been saved.

Supporting Documentation

Supporting Documentation

Supporting Documentation

\*Attachment Type:

\*Attachment Purpose:


[Add Attachment](#)

Save & Return


Save & Add More

Cancel

File Attachment

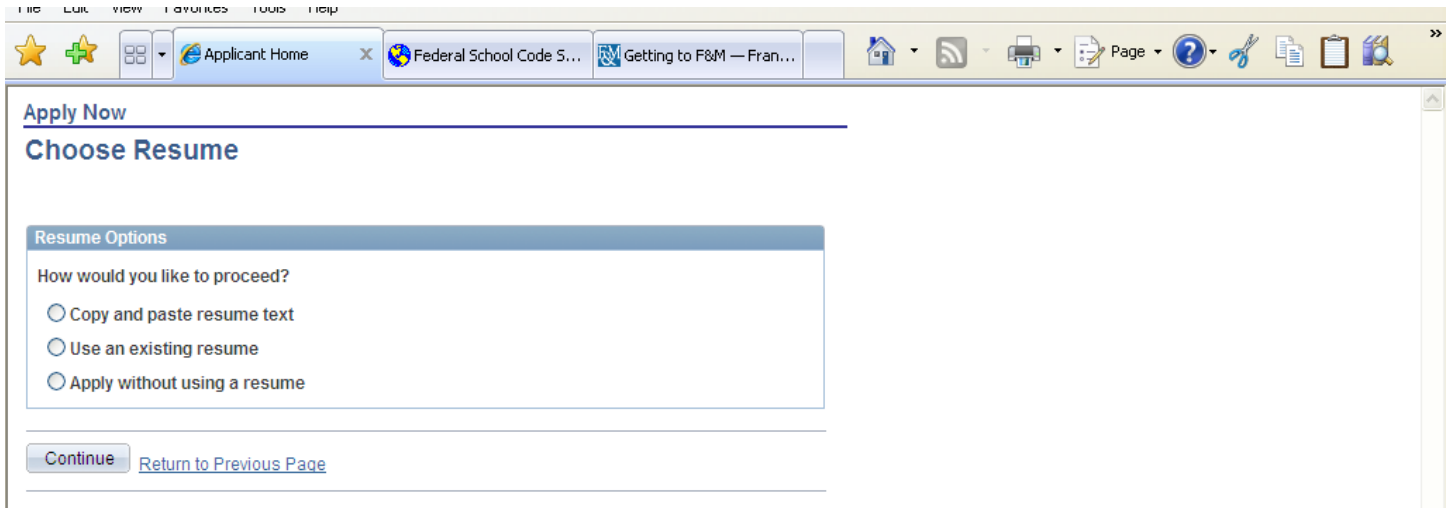


Browse...

Upload  Cancel

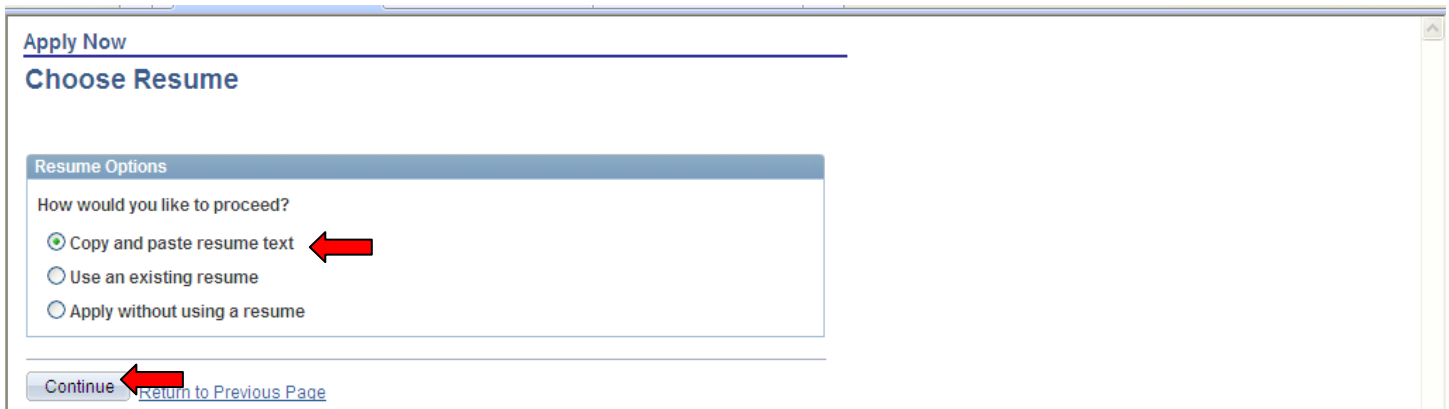
## DEA CAREER GATEWAY HELPFUL HINTS – Add Resume:

1. To add a resume to an application, select the job you wish to apply for and click on **Apply Now**. You can Copy and paste resume text, Use an existing resume, or Apply without using a resume.



The screenshot shows a web browser window with the title bar 'File Edit View Favorites Tools Help'. The browser has three tabs: 'Applicant Home', 'Federal School Code S...', and 'Getting to F&M — Fran...'. The address bar shows a URL starting with 'http://'. The page content includes a navigation bar with 'Apply Now' and 'Choose Resume'. Below this is a section titled 'Resume Options' with the question 'How would you like to proceed?'. There are three radio button options: 'Copy and paste resume text', 'Use an existing resume', and 'Apply without using a resume'. At the bottom of the section are a 'Continue' button and a 'Return to Previous Page' link.

- a. To copy and paste resume text, click the radio button next to that option and then click **Continue**.



This screenshot is identical to the one above, but with red arrows highlighting the 'Copy and paste resume text' radio button and the 'Continue' button, indicating the correct selection and next step.

- Type in a resume title. Copy the data you wish to enter from another file and paste the data into the large open text field. You may click the checkmark to run a spell check on the data in that text field. Click **Continue**.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Applicant Home, Federal School Code S..., Getting to F&M — Fran...
- Browser Toolbar:** Home, RSS, Print, Page, Help, and other utility icons.
- Page Header:** Apply Now
- Section Header:** Enter Resume Text
- Form Fields:**
  - Title:** A text input field with a red arrow pointing to it.
  - Language:** A dropdown menu set to "English".
  - Resume:** A large text area with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, and others. A red arrow points to the large text area.
- Buttons:** At the bottom left, there are "Continue" and "Close" buttons. A red arrow points to the "Continue" button. A "Return to Previous Page" link is also present.

- b. To use an existing resume, click the radio button next to that option, select the previously saved resume to use and then click **Continue**.

The screenshot shows a web form titled "Apply Now" with a sub-header "Choose Resume". Below this is a section titled "Resume Options" with the question "How would you like to proceed?". There are three radio button options: "Copy and paste resume text", "Use an existing resume" (which is selected and has a red arrow pointing to it), and "Apply without using a resume". To the right of these options is a dropdown menu labeled "Resume to Use:" with a list containing "Select Resume...", "Select Resume..." (highlighted with a blue bar and a red arrow), and "Test Resume". At the bottom left of the form is a "Continue" button with a red arrow pointing to it, and next to it is a link "Return to Previous Page".

- c. To apply without using a resume, click the radio button next to that option and then click **Continue**.

The screenshot shows the same "Choose Resume" form, but now the "Apply without using a resume" radio button is selected, indicated by a red arrow. The dropdown menu is no longer visible. The "Continue" button at the bottom left still has a red arrow pointing to it, and the "Return to Previous Page" link remains next to it.

## Fields

Fields are single items of information displayed on pages. A field may be represented in various ways:

- **LOOKUP (search icon)** – If the information for this field is known, the user types directly into the field. If the information is not known, the user clicks the search icon (lookup) button and selects the correct value.



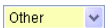
- **Radio button** – If a solid circle appears inside the button, then the option is selected. If the button is empty, then the option is not selected. The user can only select one radio button in a group. Click a radio button to select it (any previously selected radio button is automatically deselected).



- **Date field** – The user can enter a date in MMDDYY or MMDDYYYY format (it is not necessary to enter the slashes) or the user can click the Calendar Icon to select a date from the calendar. The system defaults to the current date if the field is required and no date is entered.



- **Drop-down list** – This field permits only a specific list of valid values. Click the drop-down list arrow to select from the list.



- **Edit field** – Type information directly into this field. There is usually a limit to the number of characters that the user can enter.

- **Long Edit field** – This text entry field that enables the user to type multiple lines of a text or copy and paste text from another document. The lines automatically wrap as the user types. The user can also press the Enter key to move to the next line. This field is not validated or formatted. Click the box with the checkmark to activate spell check for the information typed in the long edit field.

- **Checkbox** – If the checkbox appears empty, then the option is not selected (unchecked). If there is a checkmark in the box, then the option is selected (checked). Click the checkbox to check or uncheck an option.



- **Required Fields** - Field names that are preceded with an asterisk are required fields. The user must enter data in these fields before proceeding.

\*

- **View-Only Fields** – There are times when the user may only be allowed to view the information, not modify it. These view-only fields appear grayed out and it is impossible to alter their values.

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- **Default Fields** – It is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a field is repetitive from session to session or may be related to another field that has been previously entered. To make data entry more efficient (and consistent), these fields are populated.

Drug Enforcement Administration